COURSE JOINING INFORMATION

BA (Hons) Artist Designer Maker

CARDIFF SCHOOL OF ART AND DESIGN

INDUCTION INFORMATION FOR ALL NEW STUDENTS

Academic Year 2021/2022

Cardiff Met

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1. Welcome from your Teaching Team

Welcome from Your Artist Designer Maker Admissions Tutor

Welcome to the BA (Hons) Artist Designer: Maker course at Cardiff School of Art & Design.

We are very excited to be welcoming our new intake into the course in September 2021. Ahead of you, lies three exciting years of learning in a stimulating and supportive environment which will form the bedrock of your future careers and creative practice.

In the time since the course began, Maker has gained significant recognition both for the quality of student experience and for our student's achievements, including a number of national successes, and we look forward to seeing this grow year on year.

On the Maker course we work hard! There is much to learn, we work across many materials, processes and technologies so the learning curve can be steep, but it is hugely rewarding as skills and knowledge are our most valuable assets.

The philosophy of Maker is one of 'can do', so needless to say we enjoy a challenge, but with the collaborative nature that is found on Maker and the wealth of knowledge generously shared by academic staff, technical demonstrators and students alike, there is little we can't achieve.

And so begins your journey on Maker: you will learn things you never imagined, you will make friends for life, you will visit extraordinary places and make extraordinary things, and it our pleasure and our privilege to take you on that journey!

Dr Jon Pigott MA PGCHE SFHEA

Admissions Tutor / Level 4 Year Tutor

2. Pre-Entry Summer Tasks

AIRBOURNE: form and flight

For your summer project we would like you to try and make a simple object that can fly or move elegantly through the air using the simple power of the breeze. This is an interesting challenge for a Maker as you could choose to focus on the function of flying or the decorative aspect of things in flight. You could also use your flying object to communicate a message or explore an idea or a metaphor around themes of lightness, gravity, air, air pollution, wind currents, movement or birds among other things

As a starting point it might be useful to look at simple kite making guides - there are plenty on line for all different kinds including box kites, sled kites, diamond kites etc. Other starting points could include balloons, wind socks, flags, gliders, windmills and decorative garden sculptures.

Consider what materials and techniques you might use – traditional, natural, high tech, recycled, found, readymade, hand crafted, fragile, durable… etc.

This will not be a formally assessed piece of work, rather it will be something to share and explore further during our induction week activities.

3. Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a Student.
You can complete the online self-enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF).

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – www.cardiffmet.ac.uk/enrolment.

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met's IT systems and importantly enable you to obtain your Student MetCard.

You will also receive your Programme Handbook during your Induction Week. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures; and guidance on learning for practice with information on all modules to be undertaken and reading lists.

Enrolment for International Students
If you are an international student you will be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the international student pages or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk.

Library & Information Services
You will have access to Cardiff Met's Library & Information Services soon after completing your online enrolment. A confirmation email will be sent to you with your Cardiff Met login details. To see the facilities and services available, please refer to www.cardiffmet.ac.uk/library.

Your Student MetCard
Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please click here.

Fees
Tuition fees for Home students for full-time undergraduate degrees, and full-time Masters programmes for September 2021 entry have been set at £9,000 per year. For further information on tuition fees, please refer to our Fee Tables. If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students can be found here. You should already be aware of these costs.

4. Induction Week

Induction for all students within the School of Art and Design will commence on Monday 20th September 2021. Your first term as a new student starts with Induction Week, where you will settle into your accommodation, course and student life. Your Induction Week timetable is a schedule of events designed to familiarise you with Cardiff Met, its facilities and your fellow students. You will be given the chance to attend a range of events covering your programme, library services, IT, student services and Students Union. You will also meet, and have a number of sessions, with your personal tutor to make your academic transition as smooth as possible.

In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities will largely happen in online/ virtual environment spread throughout the induction week; however, we are also planning activities to run on-campus where government restrictions allow.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our New Students pages for you.

5. Draft Timetable / Typical Attendance

You will typically be required to attend taught sessions on a Monday, Tuesday, and Thursday throughout the academic year. This may include lectures, seminars, workshops, and tutorials.

Wednesdays and Fridays are available for independent study although there may be some workshops and inductions scheduled on these days at certain times throughout the year.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Taught Sessions	Taught Sessions	Self-Directed study/workshops	Taught Sessions	Self-Directed study
PM	Taught Sessions	Taught Sessions		Taught Sessions	Self-Directed study

We expect you to attend all scheduled taught sessions and workshops, to plan your work, organise your own time and meet submission deadlines.

We understand that you may need to support your studies by taking-up paid employment. However, notwithstanding your financial position or the demands of your employer, we are concerned that you dedicate sufficient time to your studies. Any part-time employment commitments or additional opportunities must be arranged around the timetable for the year.

In order to meet the expectations of your degree programme in Cardiff School of Art & Design, you are expected to dedicate around 40 hours per week to your studies. It is recommended that you do not engage in any part-time employment commitments or additional opportunities that would prevent you from dedicating this amount of time to your studies, as this may impact negatively upon your academic standing.

On average, twenty of these 40 hours will be included in timetabled lectures, seminars, tutorials, studio or workshop sessions. You will be expected to contribute the remaining 20 hours to independent study outside those timetabled sessions.

Term Dates

Autumn Term: Monday 20th September 2021 – Friday 17th December 2021

Spring Term: Monday 17th January 2022 – Friday 8th April 2022

Summer Term: Monday 2nd May 2022 – Friday 17th June 2022

Welsh Language

Yma yn Ysgol Celf a Dylunio Caerdydd, mae yna gyfle i chi astudio hyd at draen (40 credid) o'ch cwrs trwy'r Gymraeg. Mae'r ddarpariaeth, (sydd yn ychwanegol i'r Saesneg) yn eich cefnogi a gwaith pwnc trwy gyfres o weithdai ymarferol gan diwtoriaid Cymraeg yn ogystal â chyfleoedd tiwtora unigol / grŵp. Byddwch hefyd yn mwynhau cyfleoedd i gydweithio a myfyrwyr ar gyrsiau eraill yn ystod modiwl Maes.

Wrth baratoi am waith ysgrifenedig (ar gyfer modiwl Cytser) cewch diwtorialau unigol a grŵp, yn ogystal â darlithoedd sgiliau ysgrifennu academaidd Cymraeg. Cewch hefyd buddio drwy fynychu nifer o weithgareddau a noddir gan y Coleg Cymraeg Cenedlaethol Cymraeg, sef darlithoedd gwadd gan artistiaid a dylunwyr proffesiynol, gweithdai a'r cyfle i gyfrannu at gyfres o arddangosfeydd.

Mae gan yr Ysgol gymuned o fyfyrwyr a staff sy'n siarad Cymraeg. Cynlluniwyd y ddarpariaeth yma yn ofalus i sicrhau eich bod yn buddio o ddefnyddio'r Gymraeg gan hefyd fwynhau'r ystod o gyfleoedd addysgiadol dwyieithog sydd ar gael.

Newyddion da! Mae cymorth ariannol ar gael i bob myfyriwr newydd sydd yn dewis astudio 40 credyd trwy gyfrwng y Gymraeg, sef yr Ysgoloriaeth Cymhelliant gwerth £500 punt pob blwyddyn (£1500 dros dair blynedd).

Ceir rhagor o wybodaeth ar wefan y Coleg yn yr adran newyddion.
I ymgeisio, dylai darpar fyfyrwyr lenwi ffurflen gais ar wefan y Coleg.

At Cardiff School of Art and Design there is an opportunity to undertake up to one third of your first year through the medium of Welsh. The provision, which is in addition to English Language delivery, will support students in their Subject module through a range of practical workshops and one to one and group tutorials run by Welsh Language staff.

During the Constellation module, you will receive individual and group tutorials, as well as academic writing skills lectures in the medium of Welsh. You can also benefit from attending a number of bilingual activities sponsored by the Coleg Cymraeg Cenedlaethol, including guest lectures by professional artists and designers, workshops, along with the opportunity to participate in a series of exhibitions.

The School has a community of Welsh speaking students and staff and this provision has been carefully designed to ensure that you benefit from using the Welsh language whilst also enjoying the broad range educational opportunities available.

Good news! Financial support is available to all new students who choose to study 40 credits through the medium of Welsh in the form of a £500 pound annual Scholarship (£1500 over three years).

More information is available in the news section of the Coleg website
To apply for a scholarship, prospective students should complete an online form on the Coleg website.

6. Changes to the Course due to COVID-19

Any updates to your course following the effects of COVID-19, can be found on the following webpage. Please make sure you check this page regularly for any further updates or changes, prior to starting your course;

https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx

Some of your induction is likely to be delivered online, sometimes using Microsoft Teams. We recommend that you download the app to your phone, or visit the website in a browser to familiarize yourself with how to use this platform.

If you do not have the facility at home to access this type of platform, or would have any difficulty in doing so, please let us know.

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software

7. Useful links

Timetable
This link will give you access to your confirmed timetable. You need to have enrolled before you can access this link, and you will be contacted when the information is available.

Global Engagement
Advice and support for international students on making your visa application, living in the UK, making accommodation arrangements and taking advantage of the Airport Welcome Service. Global Engagement will provide welfare support and learning advice throughout your course. Please also refer to our frequently asked questions - https://www.cardiffmet.ac.uk/international/study/Pages/default.aspx

Additional Course Costs
Additional costs are the mandatory or optional expenses, additional to tuition fees that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each programme has different additional costs.

Accommodation
Student residential contracts will start on 20th September 2021. However, due to social distancing and to ensure the health and safety of you and our staff, arrivals for halls will be spread over a number of days the week before. Once you have received and accepted your offer of accommodation please watch out for an e mail letting you know when you will be able to move in. Please note that internet access in halls will only be available for those who have completed the enrolment process successfully. There will be a variety of events held throughout the Induction period and throughout the 1st term, information of which will be sent to you by Accommodation when confirmed

Student Services
For help during your time with us in relation to your health, welfare, lifestyle and future career. The aim is to provide you with all the support you need to ensure your studies are as enjoyable and successful as possible. Services also include counselling, disability and chaplaincy.

Student Finance
For information on Tuition Fee Loans and Maintenance Loans, non-repayable grants, bursaries and scholarships that may be available.

Cardiff Met Sport & Facilities

Cardiff Met SU *including SU Societies, SU Sports Clubs and the ability to access independent advice and support*

Term Dates

Campus Maps and Bike Shelters

We have Bicycle Storage shelters on each campus, with changing and showers available. The shelters are secured and are only accessed using your MetCard when you have requested permissions via the i-zone.

Sustainability at Cardiff Met

Studying through the medium of Welsh
Find out which modules you can choose to study through the medium of Welsh on your course. You may then also be eligible for a bursary via Coleg Cymraeg Cenedlaethol.

Virtual Tours
Have another look around our campus and facilities with our guided virtual tours

Student Handbook

Academic Handbook

Admissions Policy

Frequently Asked Questions

Complaints

Accessing IT systems
Once you have completed your enrolment online, you will be able to access all the relevant IT systems you will need throughout your student journey. Please refer to our IT Services for more information.

Met Central
Your central point as a student at Cardiff Met to stay up to date with all the latest news and events, as well as quick access to all the useful sites and tools.

COVID-19 Vaccinations

We're encouraging all of our students to have the Covid-19 vaccine as soon as possible. It's one of the things we can all do to help prevent the spread of the disease, keep each other safe and help us all return to our normal lives.

If you are a Cardiff resident and have yet to receive the first dose of the Covid-19 vaccination, we recommend you visit the Bayside Mass Vaccination Centre which is situated in the old Toys R Us Building. The centre is operating as a walk-in service, offering first doses of the Covid-19 vaccination every weekend between 8am and 4pm for anyone over 18 who lives, studies or works in Cardiff.

If you are moving to Cardiff to study with us for the new academic year and have yet to receive your first dose of the Covid-19 vaccine, we suggest you check with your local GP about getting the first dose before you move. If it is unavailable to you, you should attend the Bayside Mass Vaccination Centre as soon as you arrive in Cardiff.

We also advise all our students living in Cardiff to register with a GP. Once you've moved, you can register using our Cardiff GP Registration form.

More Information:

Public Health Wales

NHS England

Northern Ireland

Scotland